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(Yellow)

11 June 1981

MEMORANDUM FOR: C/AS/ODP
DD/A/ODP
DD/P/ODP
C/SPS/ODP
EXO/ODP

25X1

FROM :
Policy and Plans Group, Management Staff

SUBJECT : Revision to
Categories of Personnel

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1. Attached for your review and comment are the revisions concerning credit for service with another government agency and restrictions on reserve appointments for annuitants.

2. Any comments should be returned to the undersigned by 23 June.



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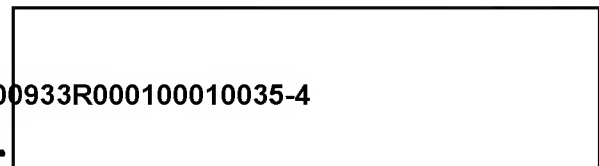
Attachment: a/s

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5 JUN 1981

MEMORANDUM FOR: Deputy Director for National Foreign Assessment
Deputy Director for Operations
Deputy Director for Science and Technology
General Counsel
Inspector General
Legislative Counsel
Comptroller

25X1 FROM: [REDACTED]
Chief, Regulations Control Division

SUBJECT: Proposed Revisions of [REDACTED] Categories
of Personnel, DRAFTS A (Jobs #9592 and 9593)

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FOR YOUR CONCURRENCE OR COMMENTS:

1. The proposed revisions of [REDACTED] initiated by
the Office of Personnel, will update the regulations in the following
ways:

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a. The lead sentence has become the Synopsis and
paragraph classification markings have been added.

b. Paragraph a(2)(a)(2) in both regulations has been
expanded to add the provision to grant up to two years'
credit toward completion of the trial period to employees
who transfer directly to the Agency from positions elsewhere
in the Federal Government.

c. Paragraph a(2)(b)(1) in both regulations has been
expanded to add the two-year restriction to reserve appoint-
ments for annuitants.

2. Please forward your concurrence and/or comments to the
Regulations Control Division by 26 June 1981. Concurrence sheets are
attached for your convenience. Any questions may be directed to

25X1

Attachments:

- A. Concurrence Sheets
B. Proposed Revision [REDACTED]
C. Proposed Revision [REDACTED]

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cc: AO/DCI OC
SSA/DDA ODP
DIS OF
OIS/RMD OL
OP OMS
OS

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FROM ATTACHMENTS

C-O-N-F-I-D-E-N-T-I-A-L

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HQ. INSTRUCTION SHEET

REMOVE			INSERT			EXPLANATION
REG. NOS.	PAGE NOS.	DATE	REG. NOS.	PAGE NOS.	DATE	
	3	4/26/78				<div> </div> is revised to update the regulation by adding the provision to grant up to two years' credit toward completion of the trial period to employees who transfer directly to the Agency from positions elsewhere in the Federal Government and by adding the two-year restriction to reserve appointments for annuitants. A synopsis and paragraph classification markings also have been added.
	4	2/17/77				

Arrows in the page margin show the locations of the changes described above.

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PERSONNEL

~~PERSONNEL~~ ☐

~~NR 20-2~~ 2. CATEGORIES OF PERSONNEL ☐

SYNOPSIS. This regulation sets forth the various

categories of personnel employed or engaged by the Central

Intelligence Agency. ☐

a. STAFF PERSONNEL

(1) The term 'staff personnel' includes staff employees and staff agents. Such personnel are appointed under the authority of the Director of Central Intelligence to serve in an employment relationship that entitles them to normal benefits provided by general Federal law or regulation for appointed employees except as modified pursuant to laws applicable to the Agency. A staff agent must meet the same employment standards as a staff employee but performs services under cover and is appointed in pseudonym for security reasons. Staff personnel must be citizens of the United States.

(2) Staff personnel are appointed to one of the following categories depending upon the planned use of the individuals, the expected period their services will be required, and their interest in ~~an~~ potential for career service with the Agency: Career Employee, Reserve Employee, and Temporary Employee. The conversion of an employee from one category of employment to another will be accomplished by the issuance of Form 1150, Notification of Personnel Action. The categories of staff personnel are defined as follows:

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(a) Career Employees

(1) Career Employees are staff personnel who demonstrate the potential for long-term service in the Agency by their job performance, personal conduct, capability, and desire.

(2) During the initial three years of employment, each employee's performance, conduct, and general character traits will be evaluated. If at any time during the trial period the Head of the employee's Career Service determines that the employee's performance, conduct, or general character traits are unsatisfactory, the Director of Personnel ~~Policy, Planning, and Management~~ will be so advised in writing. The Director of Personnel ~~Policy, Planning, and Management~~ will then take action in accordance with 25X1

Credit toward completion of the trial period may be given for comparable service as a reserve employee or in a contract status.

→ Up to two years | credit may be given to employees who transfer
/R/ /E/
/ /
L→ directly to the Agency from positions elsewhere in the Federal Government.

(b) Reserve Employees

(1) Staff personnel who are employed with the intention that they will serve in a noncareer status for a period of more than one year, but not to exceed five years, will be appointed as Reserve Employees. Reserve appointments will terminate at the end of the prescribed period or earlier if the

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Director of Personnel ~~Policy, Planning, and Management~~ determines, upon recommendation by the Head of the Career Service, that the employee's services are no longer needed or that performance has been inadequate. Reserve appointments may be renewed for additional periods of five years or less upon the recommendation

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of the Head of the Career Service concerned. Reserve appointments for annuitants, however, normally will not exceed a one-year period except that a 13-month period will be considered normal if major employee benefits are contemplated; i.e., Civil Service Retirement, federal health benefits, and ~~FGLI~~. In /F/ /Federal Employees' Group Life Insurance./ exceptional cases, where such an annuitant possesses unique qualifications, a hiring period of up to two years may be considered. Reserve appointments for annuitants may be renewed for additional periods, but the total period of the appointment plus renewals may not exceed two years.

(2) Reserve appointments will be used to meet personnel requirements which are believed to be of less than five years' duration or to employ specialists or other individuals who possess urgently needed special qualifications but who do not desire or cannot be offered careers with the Agency.

(3) Reserve Employees who demonstrate potential for and interest in a career in CIA may be selected as Career Employees, if otherwise eligible, upon the recommendation of the Head of the Career Service concerned.

(c) Temporary Employees. Staff personnel who are employed with the intention that they will serve in a noncareer status for a period of one year or less will be appointed as Temporary Employees. Temporary Employees are employed to fill seasonal jobs or continuing positions that are temporarily vacated. ☐

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b. NONSTAFF PERSONNEL

(1) The following categories of individuals are nonstaff personnel:

(a) ~~Contract Personnel~~. Contract personnel are
/CONTRACT PERSONNEL/
individuals whose services are required to meet Agency needs which, because of the nature of the duties to be performed or the qualifications required, cannot be met by the assignment of staff personnel. The Agency's relationship with these individuals is established in their contractual agreements. [REDACTED]

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(b) ~~Consultants~~. Consultants are individuals with
/CONSULTANTS/
unusual or special skills, knowledge, or experience who are engaged to serve in an advisory capacity. The Agency's relationship with these individuals is established in their contractual agreements. [REDACTED]

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(c) ~~Detailed Personnel~~. Detailed personnel include
/DETAILED PERSONNEL/
military personnel and civilian employees of other Government establishments whose services are acquired on detail to perform particular duties in the Agency. Detailed personnel are associated with the Agency for periods specified by agreement with their parent organizations and receive the benefits to which they are entitled as members of such organizations. (See [REDACTED])

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[REDACTED]

[REDACTED]

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who are appointed under the authority of the Director of

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Central Intelligence to serve as employees of the United States

Government These employees

perform staff functions under controlled and supervised

conditions and may be authorized benefits and privileges similar

to those granted to staff personnel.

(2) Policies concerning the procurement and utilization of the services of contract personnel, consultants, and detailed personnel are contained in Agency regulatory issuances which are applicable to these respective groups.

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